

Study of the U.S. Institute
 Insert Title
 Year One Detailed Budget
 Insert Applicant Name

Choose one of the following:
 Civic Engagement
 Global Environmental Issues
 Religious Pluralism in the United States
 Social Entrepreneurship
 Women's Leadership

Description		Calculations		2013 ECA Funds Requested	2013 Cost-Share	2013 Total Budget
ADMINISTRATIVE COSTS						
Direct Expenses						
<div>Administrative costs include staff, direct, and indirect expenses. Please see RFGP Section VI.2 for a list of applicable Office of Management and Budget (OMB) Circulars.</div>						
Staff Costs						
Salaries						
	Staff Name/Title	Base Salary	% of Time	Cost of Staff Salary		
	Staff 1			\$ -		\$ -
	Staff 2			\$ -		\$ -
	Staff 3			\$ -		\$ -
	Insert or delete lines as needed			\$ -		\$ -
Benefits						
	Staff Name/Title	Base Fringe	% of Time	Cost of Staff Fringe		
	Staff 1			\$ -		\$ -
	Staff 2			\$ -		\$ -
	Staff 3			\$ -		\$ -
	Insert or delete lines as needed			\$ -		\$ -
Other Direct Expenses						
	Expense 1					\$ -
	Expense 2					\$ -
	Expense 3					\$ -
	Insert or delete lines as needed					\$ -
Subtotal Direct Expenses				\$ -	\$ -	\$ -
Indirect Costs						
Subtotal Indirect Costs						
TOTAL ADMINISTRATIVE COSTS				\$ -	\$ -	\$ -

PROGRAM COSTS						
General Program Costs						
<div>Costs that do not vary by number of participants</div> <div>Except for special circumstances, honoraria for speakers who are not being compensated on a salaried basis should not exceed \$250/day, per speaker. Special circumstances should be explained in the budget narrative and are subject to ECA approval.</div>						
Honoraria						
Speaker Name	Daily Rate	# of Days	Honorarium Costs			
Speaker 1			\$	-	\$	-
Speaker 2			\$	-	\$	-
Speaker 3			\$	-	\$	-
Insert or delete lines as needed			\$	-	\$	-
Lodging Per Diem for Guest Speakers – where applicable						
Speaker Name	Per Diem Rate	# of Days	Speaker Per Diem			
Speaker 1			\$	-	\$	-
Speaker 2			\$	-	\$	-
Speaker 3			\$	-	\$	-
Insert or delete lines as needed			\$	-	\$	-
Meals and Incidentals Per Diem for Guest Speakers – where applicable						
Speaker Name	Per Diem Rate	# of Days	Speaker Per Diem			
Speaker 1			\$	-	\$	-
Speaker 2			\$	-	\$	-
Speaker 3			\$	-	\$	-
Insert or delete lines as needed			\$	-	\$	-
Educational Materials						
Item Type	Cost Per Item	# of Item	Item Cost			
Item 1			\$	-	\$	-
Item 2			\$	-	\$	-
Item 3			\$	-	\$	-
Insert or delete lines as needed			\$	-	\$	-
Web Hosting						
<div>Costs associated with publishing the institute website – not to include salary for the webmaster, which should be included under administrative costs above.</div>					\$	-
Ground Transportation					\$	-

Two events, max \$45/person with a with a 2-1 ratio of participants to guests, are allowable for direct U.S. government support.

Please provide the name of the per diem location.

Please include \$100 to pay for participant refreshments during your visit to the Department of State at the close of the Institute.

Applicant Organization and Proposal Title Page 3 of 5

Per Participant Program Costs

Total per diem rate (lodging, meals and incidentals) may not exceed established U.S. government per diem rates. While on-campus and study tour housing costs may well fall below USG rates, where feasible, each participant should receive the maximum U.S. government established allowance for meals and incidental expenses for each location throughout the program. U.S. government per diem rates may be found online at the following site: www.gsa.gov/perdiem

Academic Residency Per Diem

Item	Cost/Rate	# of Participants	# of Nights/Days	Subtotal Cost		
Lodging				\$ -		\$ -
Meals and Incidentals				\$ -		\$ -

Tour Lodging Per Diem By City

In order to keep costs down, organizers may wish to house two participants in each room for the study tour.

Please provide the name of the per diem location.

City	Per Diem Rate	# of Participants	# of Nights	Per Diem Cost		
City 1				\$ -		\$ -
City 2				\$ -		\$ -
City 3				\$ -		\$ -
Insert or delete lines as needed				\$ -		\$ -

Tour Meals and Incidentals Per Diem By City

Please provide the name of the per diem location.

City	Per Diem Rate	# of Participants	# of Days	Per Diem Cost		
City 1				\$ -		\$ -
City 2				\$ -		\$ -
City 3				\$ -		\$ -
Insert or delete lines as needed				\$ -		\$ -

Each participant should be provided with a cell phone and calling plan.

Cell Phones

Item	Item Cost	# of Participants	Materials Cost		
Cell Phone			\$ -		\$ -
Calling Plan			\$ -		\$ -

Institute Textbooks and Materials

Use this line item for required readings, etc.

Item	Item Cost	# of Participants	Materials Cost		
Book 1			\$ -		\$ -
Other 1			\$ -		\$ -
Insert or delete lines as needed			\$ -		\$ -

Book and Cultural Allowance

Participants should each receive \$200 to purchase U.S. studies books and materials in their area of interest. These funds can also be used to cover admissions to cultural events of personal interest. These funds are not to be used to cover mandatory program activities or materials.

Item	Item Cost	# of Participants	Allowance Cost		
Allowance	\$ 200		\$ -		\$ -

Participant Admissions

Use this line item for cultural activities planned for the group as part of the institute program, either during the academic residency or the study tour.

Activity	Cost per Person	# of Participants	Activity Cost		
Activity 1			\$ -		\$ -
Activity 2			\$ -		\$ -
Activity 3			\$ -		\$ -
Insert or delete lines as needed			\$ -		\$ -

<p>A maximum of \$450 per participant to cover costs of shipping program related books and materials.</p>	Farewell Materials		Such as Certificates of Participation.				
	Item	Cost per Person	# of Participants	Item Cost			
	Item 1			\$ -		\$ -	
	Item 2			\$ -		\$ -	
	Insert or delete lines as needed				\$ -		\$ -
<p>OPTIONAL: In the event the recipient institution chooses to mail materials to the participants prior to the program.</p>	Mailing						
	Type	Cost per Person	# of Participants	Cost			
	Mailing and Baggage Allowance			\$ -		\$ -	
	Pre-departure Mailing			\$ -		\$ -	
	Tax Withholding	<p>Some, but not all, organizations require taxes to be withheld on funds provided to participants. If your organization requires this, please include this line item. Please note: All of the amounts listed in the other line items should be the totals after any applicable taxes have been withheld. Please offer details on any withholdings in your budget narrative.</p>					\$ -
Subtotal Per Participant Program Costs					\$ -	\$ -	\$ -
U.S. Domestic Travel							
University Staff/Escort Travel							
<p>Air, Train, Bus, etc.</p>	Mode	Destination	Cost per Person	# of Staff	Cost		
	Mode1	City 1			\$ -		\$ -
	Mode2	City 2			\$ -		\$ -
	Mode3	City 3			\$ -		\$ -
	Insert or delete lines as needed				\$ -		\$ -
Participant Travel							
<p>Air, Train, Bus, etc.</p>	Mode	Destination	Cost per Person	# of Participants	Cost		
	Mode1	City 1			\$ -		\$ -
	Mode2	City 2			\$ -		\$ -
	Mode3	City 3			\$ -		\$ -
	Insert or delete lines as needed				\$ -		\$ -
Guest Speaker Travel							
<p>Air, Train, Bus, etc.</p>	Mode	City of Origin	Speaker Name				
	Mode1	City 1	Speaker 1				\$ -
	Mode2	City 2	Speaker 2				\$ -
	Mode3	City 3	Speaker 3				\$ -
	Insert or delete lines as needed						\$ -
Subtotal U.S. Domestic Travel					\$ -	\$ -	\$ -
TOTAL PROGRAM COSTS					\$ -	\$ -	\$ -
TOTAL COSTS					\$ -	\$ -	\$ -